

## **SmartStream Coordination Meeting Minutes**

### **January 4, 2006**

Attendance: Sophia Bedard, Pete Bostian, Ken Dinsmore, Cindy Farling; Donna Follin, Ed Green, Mel Lambert, Cathy McClintock, Jim Racheff, Mark Testerman

1. SmartStream Version 7.0: Pete reported that he is ready to install the SmartStream 7.0 client on Mel Lambert's computer for testing and will get with Mel to arrange the installation.
2. Document Attachment: Pete reported he has checked the document attachment feature and found no problems with it. Discussion followed regarding access of the attached documents, attaching multiple documents, statement of work with JFOC and approval documents. Pete noted that attachments should be named specific to the purchase request/order. Documents that are attached are read only and cannot be modified. Jim Racheff suggested that all attachments should be in PDF form for easier access and to avoid problems accessing attachments. Pete noted that all attached documents are stored on the SmartStream file server in the SSDOCMNG directory.
3. Subcontracting Plan: Cindy Farling requested a meeting with C&SS regarding the subcontracting plan to explore modifications to the currently generated spreadsheets. Cindy will send an email to Pete to arrange the meeting.

The next meeting will be held **TUESDAY, FEBRUARY 7, 2006**, at 9 AM in the Building 362 conference room.